

**DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION
JOB OPPORTUNITY
SUPERVISING SPECIAL INVESTIGATOR**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: DDS Employees Only - Applicants must have applied for and passed the **Supervising Special Investigator** Examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Position: Supervising Special Investigator

Location: Division of Investigations, Wallingford, CT

Job Posting No: 110090

Hours: Full-Time (80hrs biweekly) Hours to be determined based on Agency Investigative Needs. Incumbent must be willing to work off hours, as needed, including holidays and weekends to conduct investigations.

Salary: AR 25 \$70,666 - \$91,080

Closing Date: November 10, 2014

Examples of Duties: In the Division of Investigation, this position will be assigned to oversee the South Region's Investigations unit.

Duties include but are not limited to: Provides direct supervision to Lead Special Investigators, Special Investigators and unit staff as well as oversee investigations performed by pool investigators; schedules, assigns, oversees and reviews work of unit staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit operational procedures; develops or makes recommendations on the development of policies and standards; testifies at hearings and in court; conducts surveillance; assists administrators in reviewing complaints and violations and determining appropriate course of action; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of investigatory methods and techniques; considerable knowledge of DDS agency policies and procedures; considerable knowledge of relevant state laws and regulations; considerable interpersonal skills; considerable oral and written communication skills; considerable interviewing skills; ability to utilize computer software; supervisory ability.

General Experience: Seven (7) years of investigatory experience in health care, insurance claims, law enforcement or a regulatory field.

Special Experience: Three (3) years of the General Experience must have been investigating complaints at the level of Special Investigator.

Preferred Experience: Preference will be given to applicants with demonstrated supervisory experience as well as Abuse and Neglect Lead Investigations experience.

Special Requirements:

1. Incumbent must possess and retain a valid Motor Vehicle license.
2. Incumbent will be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for All Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:

**Department of Developmental Services — South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492
Attn: Recruiter**

Email: DDS.SR.Recruiting@ct.gov Phone: 203-294-5122 Fax: 860-920-3035

Application materials can be emailed, faxed, or mailed

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.